

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2020**

**BUILDING AND HVAC CONTROLS SPECIALIST**

**FLSA STATUS: EXEMPT – PAY GRADE: 19 – P**

**JOB FAMILY: FACILITIES & CONSTRUCTION – JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Building and HVAC Controls Specialist oversees and performs technical work in sustaining the operation of the computerized automation system and BAS equipment. This includes the preventive maintenance, installation, diagnostics, repair, and calibration of the control and energy management systems. An employee in this position implements installation and use of HVAC systems and computerized control automation for the college and oversees contractor installation and repair of controls equipment.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

The following duties and responsibilities are required for successful execution of this position:

- Installation, evaluation, troubleshooting, repair, and performing preventative maintenance on controls systems, equipment, and components for HVAC systems are required for the position.
- Performs programming and testing for Trane BAS controls.
- Initiates startups (ability to work with the equipment manufacturer on systems start up), basic third party integration (Example: meters or lighting control panels, & commissioning).
- Troubleshoots controllers & control system networks with an understanding of electrical diagrams.
- Makes daily checks of, and adjustments to thermostats, receiver controllers, controllers, sensors, automatic control panels, solenoid valves, control valves, pressure gauges, and other related equipment for proper operation.
- Monitors and adjusts computer based BAS program for proper HVAC comfort and energy management control.
- Repairs controls for HVAC equipment, installs new controls, replaces defective controls and accessories, troubleshoots, and tests HVAC equipment using controls. Makes adjustments and repairs to HVAC equipment in conjunction with the installation, repair, and adjustment of controls and control system networks.
- Identifies, analyzes and diagnoses BAS and system problems through remote interface means or directly while on site.
- Schedules, assigns responsibility, reviews and evaluates the work of assigned staff. Takes corrective action, demonstrates leadership in evaluating, developing and motivating employees.
- Available for afterhours work when scheduled and emergencies.

**KNOWLEDGE/ SKILLS/ABILITIES**

- Work requires thorough knowledge of the methods, procedures and standard practices of building management controls and energy management control systems; to include programing and troubleshooting controls for IAC (indoor air quality), refrigeration and heating controls systems, equipment and supervisory methods, practices and techniques.
- Knowledge of electronic, pneumatic and mechanical principles as applied to the maintenance and repair of heating, ventilation and air conditioning systems.
- Operating knowledge of Microsoft Office and BAS software and working proficiency with hand held computer (i.e. Smartphone, iPad).
- Customer service oriented with leadership and project management skills coupled with mechanical aptitude.
- Thinks proactively and solves problems.
- Communicates clear direction, manages for results and leads organizational change.
- Proficient in the use and operation of power tools, testing and monitoring equipment and computers.
- Understand and apply all relevant codes.
- Experience in supervising apprentices and less skilled "helpers" and a desire to educate and mentor them.

- Sufficient strength to accomplish assigned duties including some heavy lifting, carrying, pushing and pulling up to 50 lbs.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

**SUPERVISION EXERCISED**

Supervision is exercised over assigned staff and assigned installation or repair team personnel.

**MINIMUM QUALIFICATIONS**

Ten (10) years of experience in the design, construction, renovation and/or operation and maintenance of institutional facilities, Five (5) years of which must have been focused in EMCS design, installation and/or operation and maintenance. Experience must include coordinating EMCS projects with engineers and contractors. Five (5) years of experience with building controls systems; facility management systems or HVAC controllers.

**PREFERRED QUALIFICATIONS**

Universal Refrigeration license (EPA Certification); Valid Driver's License; Strong problem solving abilities; Ability to communicate clearly and effectively; and Experience in acceptable and proper construction methods and techniques. Licensed Commercial HVAC technician or employed as a Commercial HVAC technician after successfully graduation from a nationally recognized 4-year apprenticeship program.

An undergraduate degree in a relevant subject, such as environmental management, energy engineering, civil engineering, sustainable development, mechanical engineering.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 03/2020